

The purpose of this data collection is to gather student information used to pre-print bar code labels to affix to the ISTEP+ exam during the 2005-2006 testing cycle. The bar code labels will help reduce the time requirements of the exam and will also ensure more accurate student information by helping to eliminate common bubbling errors related to the Student Information Questionnaire.

Audience

Public schools, accredited Nonpublic schools and Charter schools should report data for students that are **retaking** the ISTEP+ exam. The ISTEP+ Coordinator for your district should assist with the collection of the data and the sort selection of the labels.

Instructions

Complete a data file using the file layout given below. Include all students in your school(s) that you expect to be taking the ISTEP+ exam during the next testing cycle. The required data should be collected, combined into a file, and submitted to the Department of Education through the secured STN Application Center. The file may be any of the formats contained in this document and must contain all the fields in the order described. Students reported in this file must already have an existing STN number reported in the STN Lookup. **This collection will require a submission of the Program and Services (DOE PS) for these retest takers only.** Refer to the DOE-PS section on “**Reporting a Student for the ISTEP+ Labels Collection**”.

The **collection period** will begin on **February 1, 2006** and last until **4:00 February 16, 2006**, which is the **final** date for submission. During this time you are required to submit the file to the Department of Education using the STN Application Center, check the processing results for errors, and check the reports in the message center for accuracy. If there are any errors or inaccuracies you may correct your data file and transmit the file again until 4:00 on February 16, 2006.

During this period you and your *ISTEP+ Coordinator* are responsible to determine the sort order for the ISTEP+ labels to complete the collection period. The labels will be printed and returned to the *ISTEP+ Coordinator* in the order selected. The ISTEP+ Barcode Labels Sort Selection can be found in the Application Center under Data Transfer. A sample of the results of the sort selection can be viewed immediately. Users with corporation logins can review the order selected for all schools in their corporation. The default sort order (indicated below by DEFAULT) will be automatically selected and used unless you choose sort numbers 2 or 3.

The 3 choices available for the sort order are:

1. Sort by school, teacher name or equivalent in field 3, student last name, student first name (DEFAULT)
2. Sort by school, grade, student last name, student first name (from the DOE-PS and DOE-STNLookup)
3. Sort by school, grade, teacher name or equivalent in field 3, student last name, student first name

The **signoff period** for this collection will not be available.

ISTEP+ Bar Code Labels Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	School Number	4	State Assigned School ID Required Field: YES	School building where the student is enrolled.
2	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student Required Field: YES	
3	Teacher Name	30	Allowable Characters Are: 0 – 9, A – Z, a – z, ' (apostrophe), / (slash), - (hyphen), and Space Required Field: NO	This field is used for sorting the ISTEP labels. If you have sorting requirements that involve using the Teacher Name then this field MUST contain the teacher name or equivalent. A suggested format: Last Name then First Name NOTE: No Comma allowed between names.
4	Special Code R	1	Optional sort field for local use Allowable Characters Are: 0-9 Blank or Space = Not Coded Required Field: NO	For use by the local ISTEP+ test coordinator in order to facilitate additional sorting of the ISTEP test results.
5	Special Code S	1	Optional sort field for local use Allowable Characters Are: 0-9 Blank or Space = Not Coded Required Field: NO	For use by the local ISTEP+ test coordinator in order to facilitate additional sorting of the ISTEP test results.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
6	Special Code T	1	Optional sort field for local use Allowable Characters Are: 0-9 Blank or Space = Not Coded Required Field: NO	For use by the local ISTEP+ test coordinator in order to facilitate additional sorting of the ISTEP test results.
7	Unassigned	20	Optional sort field for local use Allowable Characters Are: 0-9, A – Z, a-z Blank or Space = Not Coded Required Field: NO	For use by the local ISTEP test coordinator in order to facilitate additional sorting of the ISTEP test results beyond what is capable with the Special Codes R, S, and T.
8	English/Language Arts Accommodations	1	Allowable Codes Are: Y = Yes N = No Blank or Space = No Required Field: If the student is a Special Education Participant, has a Section 504 Plan, or is identified as LEP then this is a required field.	Was this student given any basic skills and/or applied skills testing accommodations in English/language arts that need to be reported? Only students with an IEP, Section 504 plan, or those identified as LEP, should be given accommodations.
9	Mathematics Accommodations	1	Allowable Codes Are: Y = Yes N = No Blank or Space = No Required Field: If the student is a Special Education Participant, has a Section 504 Plan, or is identified as LEP then this is a required field.	Was this student given any basic skills and/or applied skills testing accommodations in mathematics that need to be reported? Only students with an IEP, Section 504 plan, or those identified as LEP, should be given accommodations.
10	Science Accommodations	1	Allowable Codes Are: Y = Yes N = No Blank or Space = No Required Field: If the student is a Special Education Participant, has a Section 504 Plan, or is identified as LEP then this is a required field.	Was this student given any basic skills and/or applied skills testing accommodations in science that need to be reported? Only students with an IEP, Section 504 plan, or those identified as LEP, should be given accommodations.

References:

Programs and Services Data Layout (DOE-PS) – The students reported in the DOE-ISTEPBAR MUST have a DOE-PS record submitted along with this collection. The most current version should be used and at the time of this posting, it is DOE-PS Version 12.01.05.

STN Lookup Data Layout – MUST be submitted prior to this collection for students new to Indiana Education system.

ISTEP+ Info Center <http://www.doe.state.in.us/istep/welcome.html>

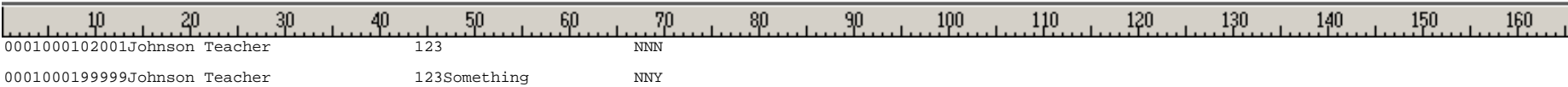
Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

0001,000102001,Johnson Teacher,1,2,3,,N,N,N
0001,000199999,Johnson Teacher,1,2,3,Something,,N,N,Y

Positional Format



E(x)tensible Markup Language (XML) Format

NOTE: All XML layouts require the Corporation ID, which is the state assigned corporation number. 8800 is example only.

```
<XIF_ISTEPData>
  <Corporation Id="8800">
    <School Id="0001">
      <Student STN="000102001">
        <SchoolUse TeacherName="Johnson Teacher"
          SpecialCodeR="1" SpecialCodeS="2" SpecialCodeT="3"
          LanguageAccommodations="N" MathAccommodations="N" ScienceAccommodations="N" />
      </Student>
      <Student STN="000199999">
        <SchoolUse StudentId="002012346" TeacherName="Johnson Teacher"
          SpecialCodeR="1" SpecialCodeS="2" SpecialCodeT="3"
          LanguageAccommodations="N" MathAccommodations="N" ScienceAccommodations="" Unassigned="Something" />
      </Student>
    </School>
  </Corporation>
</XIF_ISTEPData>
```

Change History

The following section contains a history of changes made to the ISTEP Barcode Data Layout from the prior version 07.22.05. It relates the current fields to their previous location.

Version Number	Notes
01.30.06	Posted for Retest takers only. Due Dates changed. Signoff period removed for retest takers.